



# Utah Humanities Council Quick Grant Application Form

### FOR OFFICE USE ONLY

GRANT NUMBER:

Grant Approved By:

### PART A: BASIC INFORMATION

Name, address, telephone, fax, and website of  
APPLYING ORGANIZATION:

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County of APPLYING ORGANIZATION:

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Name, address, telephone, fax, and email address of  
PROJECT DIRECTOR:

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Amount requested:

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Signature of Project Director

### PART B: PROJECT DESCRIPTION

In the space below, please describe your proposed project. THIS SPACE MUST INCLUDE AT LEAST A SUMMARY OF THE PROPOSED PROJECT. DO NOT LEAVE BLANK OR SIMPLY LABEL "SEE ATTACHED SHEET." If you need extra space, please use the back of this sheet or attached additional pages.

### PART C: BUDGET DESCRIPTION

In the space below, please indicate how you will use UHC funds. Costs must fit UHC funding criteria (see UHC's Quick Grant Guidelines). Also show at least 1:1 match.

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Date Received: \_\_\_\_\_

Payment Amt/Date: \_\_\_\_\_

Notes:

Honorarium: \_\_\_\_\_

Mileage: \_\_\_\_\_

Per Diem: \_\_\_\_\_

Lodging: \_\_\_\_\_

Other: \_\_\_\_\_

Total: \_\_\_\_\_

**EVALUATION**

The Utah Humanities Council staff and board rely on grantees to help us measure the impact of our programs. Without audience and scholar feedback, UHC's ability to make a case for the importance of our programs to government and private funders is hampered. In addition, your future funding may depend on your compliance with the evaluation requirements set down in the Basic Guidelines for Competitive Grants to Nonprofit Organizations. The project director's written report *does not* satisfy the requirement of collecting and mailing audience evaluations to UHC.

Please check the following statements and sign below:

- I agree to make a good faith effort toward distributing the Utah Humanities Council's audience evaluation form at each event or program funded, wholly or in part, by UHC.
- I agree to make a good faith effort toward collecting the completed audience evaluations.
- I agree to mail the collected audience evaluations to UHC with my final report paperwork (Utah Humanities Council, 202 West 300 North, Salt Lake City, UT 84103).
- I agree to write a candid narrative report that describes the project's strengths and weaknesses and that focuses on the portions of the project funded by UHC. I agree to include this narrative report with the rest of the required final report paperwork due on the closing date of the project listed in my grant agreement.
- I agree to make a good faith effort to collect scholar evaluations and forward them to UHC.

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**Signature of Project Director**

**PUBLICITY**

Grantees are expected, as part of their grant agreement with UHC, to publicize the events or portions of events for which they received UHC funding, and credit UHC in that publicity. Without this credit, UHC is invisible to the people of Utah, to potential donors, to state and federal legislators who decide on our appropriations each year, and to the audiences we provide with thousands of dollars worth of public programming. Because our programs occur all over the state, in venues such as college auditoriums, museums, and libraries, it is natural for audiences to assume that the host institution is wholly responsible for the program they are enjoying. While the host always contributes its share, without UHC, the program might not take place. UHC's ability to raise funds for future grants hinges on our visibility to the public and policymakers.

Please check all that apply and sign below:

- I agree to credit UHC and display the UHC logo in **all** publicity, printed materials, websites, publications, films, television and radio tapes, exhibits, displays, and advertisements created in the course of a project funded by UHC or used to promote a program for which UHC has provided funding.
- My organization has not already released publicity for the program for which it is currently seeking UHC funds.
- I agree to credit UHC orally at each public program for which a UHC grant is awarded, using one of the following statements: *"This program has received funding from the Utah Humanities Council. The Utah Humanities Council promotes understanding of diverse traditions, values, and ideas through informed public discussion."* **or** *"This program has received funding from the Utah Humanities Council. The Utah Humanities Council promotes history and heritage, literature and literacy, and public discussion of issues important to our communities."*
- I agree to display the official UHC placard (sent to applicants upon approval of a grant) at each public program for which UHC funds were awarded.

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**Signature of Project Director**